

Security Spotlight



Assistant Manager for Security and Emergency Management

March 2009

Classification Program Refresher

Each employee who is authorized access to classified information must be informed annually of the classification and declassification responsibilities covered in this spotlight. This requirement is mandated in the Department of Energy (DOE) Directive DOE Manual (M) 471.1-1B, *Manual for Identifying Classified Information*. These responsibilities are covered in detail in the Annual Security Refresher Training, and Classified Matter Protection and Control Training. Additional resource material is available as "Subject-Matter-Related Classification Awareness Briefings," Web-Site: <https://psec.oro.doe.gov/cbriefing/>

Roles of Classification Officials:

- The Oak Ridge Office (ORO) **Classification Officer** is responsible for appointing Derivative Classifiers (DCs) and Unclassified Controlled Nuclear Information (UCNI) Reviewing Officials (ROs), interpreting classification guidance, and issuing local interpretations, reviewing documents and materials for classification and declassification, and management of the ORO Classification Program.
- ORO DCs and UCNI ROs are responsible for reviewing documents within their programmatic or functional areas of responsibility for their own work and co-workers as needed.

Classification Reviews: All documents and material related to work in classified subject areas must be reviewed for classified and sensitive information by a DC and UCNI RO. If no one in your work group is a DC or UCNI RO, please contact Larry Sparks as indicated below. Information about what subject areas are classified is contained in the web-site above. Classified information may be spoken or written and/or contained in items, substances, or other materiel.

Declassification and Sanitization Reviews: Declassification and sanitization can only be done by reviewers found in the Classification Office. Prior to the declassification or sanitization of an existing document that contains classified or sensitive information, two reviews must be conducted by persons specially trained and licensed by DOE headquarters. If you have a document that you would like to have declassified or sanitized, please call Mr. Sparks as indicated below. When a document has been declassified, or has been sanitized, the document is marked with a declassification stamp and the classification markings are crossed out. If you come upon a document that is not properly marked, please contact Mr. Sparks as soon as

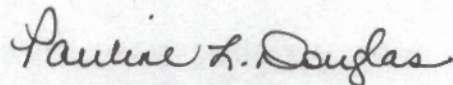
possible.

No Comment Policy: DOE General Policy 16 (GEN 16) states that no comment is to be made on classified information that appears in the public domain. Acknowledging that a specific news article, conference presentation, web-site or other document in the public domain contains classified information is itself a classified statement. The appearance of documents in the public domain does not result in declassification of that information. Keep in mind, classified information may only be shared or communicated in a DOE certified secure location and only by approved secure/classified means, e.g., secure telephone or secure fax.

Classification Challenges: An employee may challenge the classification of a document informally and formally. Details of the challenge process are found in DOE M 475.1-1B.

Classification Points of Contact:

Classification Analyst, Larry Sparks, (865) 576-2659.



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